



COMMONWEALTH of VIRGINIA

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September 27, 2021

MEMORANDUM

TO: Heads of State Agencies and Institutions

FROM: David A. Von Moll

David A. Von Moll
Emily S. Elliott

Emily S. Elliott, Director
Department of Human Resource Management

SUBJECT: Cardinal Human Capital Management (HCM) Project: Release 1

In July 2019, many of you received a joint memorandum from us titled "Cardinal Human Capital Management (HCM) Project". You may recall we expanded the original Cardinal Payroll project to include the replacement of the statewide Human Resource (HR) Personnel Management Information System (PMIS), and Benefits Eligibility System (BES). The July 2019 communication explained that the analysis phase was complete and the Cardinal HCM project was officially launched.

We also communicated the project scope, schedule, and complexities that would make your agency's participation critical to the success of the Cardinal program. With over 200,000 total HCM system users, including retirees and localities, the Cardinal HCM project required significant configuration, extensive data conversion, and development of many interfaces, all of which required input from your agency. The end-product will provide the Commonwealth with one administrative system of record for human resources, health benefits administration, and payroll. This consolidation of systems will allow the Commonwealth to retire the Commonwealth Integrated Payroll and Personnel

System (CIPPS), Time Attendance and Leave (TAL), PMIS and BES, and decommission 18 other support systems and auxiliary tools.

In order to mitigate risks associated with these massive statewide initiatives, Cardinal is being implemented in two releases. The first release (Release 1) is scheduled for October 2021 and will include roughly twenty percent of the user population. We will apply lessons learned from this release to the larger second and final release (Release 2), which will include the remaining agency and locality users, as well as retirees. Release 2 is scheduled for April 2022.

We are pleased to inform you that after much hard work and collaboration with your agencies, the first implementation of the Cardinal Human Capital Management (HCM) application is nearing completion. With Release 1 set for Saturday, October 2, 2021, the unification of the statewide human resource, health benefits administration, time and attendance, and payroll administration systems begins. Eighteen state agencies and three localities (see list below) will be included in Release 1 and, as a result, will be the first in the Commonwealth to experience improved operational efficiency using modern Cardinal HCM technology.

The benefits of a successful Cardinal HCM implementation will be significant. With the new system comes new and improved business processes, increased collaboration between our staff, particularly in the human resource and payroll areas, and increased efficiency and accuracy of data by using delivered software modules that were built with integration in mind. With the addition of Cardinal HCM to the already stable and successful Cardinal Financials platform that has been in production for over five years, the Commonwealth is positioned to benefit from integration between Financials and HCM and provide a modern platform to improve system functionality and manage mission critical administrative system operational costs more efficiently.

Additionally, Cardinal HCM offers significant employee self-service functionality (ESS), giving end users automatic access to view their own personal and health benefits data, as well as to make updates to some of their personal data directly, without seeking aid from your over-burdened HR and Payroll professionals.

With any change of this magnitude, however, comes challenges, and the implementation of Cardinal HCM will be no different. To assist with this transition, and while employees and HR and Payroll professionals become familiar with the new HCM application, the Cardinal Post Production Support (PPS) team, which has been expanded, stands ready to assist agencies as you explore and learn the new system. Over time, users will become more familiar with Cardinal HCM, and as their comfort level increases, the number of issues and questions will decrease.

For the next two months, the Cardinal team will be focusing primarily on Release 1 agencies as they migrate to Cardinal HCM. We have significant resources dedicated to ensure their use of the new system is as smooth as possible. For the Release 2

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agencies, we ask that you continue to support the completion of any Cardinal tasks assigned.

On behalf of the Department of Human Resource Management, the Department of Accounts, and the entire Cardinal HCM project team, we look forward to working with you as we begin our Release 1 transition to the new system. We know we can continue to count on you and your staff to help us deliver a comprehensive HCM solution that will benefit the Commonwealth for years to come.

Thank you again for your dedication and commitment to this very important initiative.

Release 1 Agencies

Auditor of Public Accounts

Department of Accounts

Department of Accounts Transfer Payments

Department of Agriculture and Consumer Services

Department of Alcoholic Beverage Control Authority

Department of Emergency Management

Department of Human Resource Management

Department of Small Business and Supplier Diversity

Fort Monroe Authority

James Madison University

Longwood University

OHB Managed Benefit Groups (LODA)

Potomac River Fisheries

Tobacco Region Revitalization Commission

Virginia Department of Transportation

Virginia Employment Commission

Virginia Management Fellows Program Administration

Virginia Retirement System

Release 1 Localities

Danville Schools

Manassas City Schools

Wise County School

COPY: Cabinet Secretaries
 Agency Fiscal Officers
 Agency HR Directors
 Agency Payroll Officers
 Agency AITRs